

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**WATER PLANT OPERATOR I  
WATER RESOURCES DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs technical and semi-skilled work in the operation and minor maintenance of Water Resources facilities and equipment. Employee reports to the Water Plant Supervisor.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs technical and semi-skilled work in the operation and minor maintenance of water treatment plant, ground water wells, water storage tanks, lift stations and associated facilities. Work involves picking up water distribution system samples and assisting in required analyses and tests, checking chlorinators and other machines, and reading meters, gauges and dials. Work also involves monitoring potable water levels in ground and elevated storage tanks. Employee is responsible for maintaining records of readings, making adjustments, maintaining equipment and fixtures as required, and maintaining accurate records. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with co-workers and supervisors. Work is performed under general supervision of the Water Plant Supervisor and is evaluated through conferences, reports and observation.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Monitors the performance of mechanical devices and instrumentation in the water treatment plant; checks for proper calibration, proper positioning of controls to assist in and determine the efficient and proper operation of equipment.

Monitors plant processes, equipment and controls to ensure efficient operation of the plant and water storage tanks.

Assists in collecting water samples, and performs lab tests; checks water storage tanks, chlorinators and chemical feed discharges; reads meters, gauges and dials, and maintains reports of findings.

Checks calibration of equipment; monitors and participates in shut-downs and start-ups of equipment as directed.

## **WATER PLANT OPERATOR I**

Performs regular inspections of plant, facilities and supporting equipment, water pressure stations, pressure field stations, and storage facilities, to ensure proper operating condition at all times; maintains detailed records of findings.

Monitors computer equipment to ensure efficient plant operations, and to maintain pump status and reservoir levels.

Unloads chemicals from tanker trucks and stores in bulk tanks; fills day tanks as necessary.

Prepares and submits required records and reports.

### **ADDITIONAL JOB FUNCTIONS**

Performs various housekeeping, grounds and equipment maintenance functions.

Repairs water and sewer leaks within water plant facilities, grounds and buildings; repairs chlorine equipment.

Prepares and paints facility buildings, pump stations, and equipment.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the operating principles and practices and the maintenance requirements of water treatment plant and water storage tank equipment and machinery.

General knowledge of the occupational hazards and safety precautions associated with water plant operations and related activities.

General knowledge of the mechanical maintenance and lubrication requirements of the equipment operated.

General knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water for distribution as drinking water.

Some knowledge of chemistry as applied to water treatment.

Some knowledge of standard laboratory principles, techniques, terminology and equipment.

Ability to recognize breakdowns in water treatment plant equipment.

Ability to use computer system(s) operated by Department for monitoring plant and distribution system operations.

Ability to understand and follow specified operating and recording procedures.

Ability to make minor repairs of equipment operated.

Ability to exercise independent judgment based on training and experience in making decisions and coordinating the proper operation of equipment.

Ability to detect defects and to take appropriate action in the operation of water treatment equipment, chemical feed systems and other related equipment.

Ability to secure the requisite operator's certificate as required by work assignments.

## **WATER PLANT OPERATOR I**

Ability to keep accurate records and prepare reports.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in biology, chemistry, science or a related field and 6 months to 1 year of experience in water or sewer system operations; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENT**

Possession of a class "C" Water Treatment Facility Operator for Surface Water certificate issued by the State of North Carolina.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **WATER PLANT OPERATOR I**

Salary Grade 9  
Non-Exempt